



COMMONWEALTH of VIRGINIA

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TO: **Agency Fiscal Officers & CAPP Manual Users**

FROM: Amanda Simpson, Director, Compliance Oversight and Federal Reporting,
Department of Accounts

SUBJECT: **Commonwealth Accounting Policies and Procedures (CAPP) Manual—
Update No. 170 / FAACS Topics (see list below)**

**Thirty-four
Topics
Revised**

Thirty-four topics are included in this update and a summary of changes is included: The two major changes (unless otherwise noted) with the FAACS application are 1) All FAACS reports are now available directly from within the FAACS application (users no longer have to run FAACS reports from Reportline), and 2) "Released" transactions no longer appear on the Transaction File in FAACS as they have in the past. "Released" transactions immediately update the FAACS Master File where before this occurred only after the nightly mainframe edit processes were completed.

**30105 - Introduction
30205 - Acquisition Method
30210 - Acquisition Valuation
30305 - Capitalized or Controlled Assets
30310 - Asset Categorization
30315 - Nomenclature Codes
30320 - Energy Performance Contracts
30325 - Software and Other Tangible Assets
30405 - Additions, Renovations, and Repairs
30505 - Physical Inventory
30510 - Asset Maintenance
30515 - Supplies and Materials Inventory
30605 - Useful Life
30610 - Depreciation Methods and Calculations
30705 - Surplus Property Management**

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**Thirty-four
Topics
Revised,
continued**

30805 - Disposal Management, new section on p. 9, “Disposal Reports”
30905 - Requirements, new section on p. 6, “Released Transactions 100% Web-Enabled”
31005 - Transactions and Year-End
31010 - Summary Users
31105 - Federal Requirements
60301 – Other Online FAACS Tables, replaces the current Topics 60301, 60304 and 60305
60302 - Nomenclature Codes
60303 - Error Messages
70305 - Overview
70310 - Security
70315 - Logging On and Off, note updated screenshots throughout
70320 - System Flow
70325 - Data Entry/Inquiry
70330 - Error Correction, note updated screenshots throughout
70340 - Data Element Change
70345 - Table Inquiry, note updated screenshots throughout
70355 - FAACS Download
70360 - Interface Requirements
70365 - Reports

**Status
Summary
Sheet**

An updated *Status Summary Sheet* is shown on our web site and displays the following for each *CAPP Manual* topic:

- Number and Title
- Page Length
- Latest Revision Date

https://www.doa.virginia.gov/reference/CAPP/Status_Summary.pdf

**DOA’s CAPP
Manual
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